

TAESS00003 Enterprise Trainer and Assessors Skills Set

Course Outline

Yachting WA issues Statements of Attainment for the following units from the TAE10 Training and Education Training Package (TAE10). The units comprise the TAESS00003 Enterprise Trainer and Assessor Skills Set:

- TAEASS401B Plan assessment activities and processes
- TAEASS402B Assess competence
- TAEASS403B Participate in assessment validation
- TAEDEL301A Provide work skill instruction

Qualification pathways

These 4 units are also part of the qualification TAE40110 Certificate IV in Training and Assessment. If you wish to obtain the full Certificate IV, or even go on to the range of Diploma level qualifications – necessary if you wish to become a trainer and assessor in the TAE10 Training Package – you can do this at another Registered Training Organisation. The units that you complete at Yachting WA will be recognised by that RTO. You will only need to satisfy the requirements for currency of your TAESS00003.

Career opportunities as a trainer and assessor are often advertised in the education sections of various media. You will also require “Vocational competence” in the course area in which you will deliver the training and assessment programs. This means that your industry experience and qualifications must be current and meet the requirements of the relevant Training Package.

Enrolment process

When you indicate interest in doing this Training and Assessment Course, Yachting WA will supply you with the Learner Handbook, which includes the Code of Practice and an enrolment form. When you have completed the enrolment, we will then supply you with the course notes/ workbook file which includes:

- Unit outline and learning guide for each of the above units.

- Assessment guidelines, glossary and acronyms from the TAE10 Training and Education Training Package.

- Assessment process for each unit.

- Supplementary course notes, example formats for training and assessment documentation.

Yachting WA obligations to you as the learner

Yachting WA:

is responsible for the quality of the training and assessment in compliance with the Standards for RTOs 2015, and for the issuance of the Australian Qualification Framework certification documentation. In this course, it is a Statement of Attainment for the four units of the TAESS00003 Enterprise Trainer and Assessor Skill Set.

will provide the Learner Handbook, which includes items such as the Code of Practice. Complaints and appeals process, this course outline, and general policies of Yachting WA

if Yachting WA should cease to operate this course, it will ensure that you are supported and enabled to complete the course and obtain your Statement of Attainment. Please see the Code of Practice for more information.

Learner's obligations to Yachting WA

Pay the course fees when due

Attend the training and assessment sessions as booked

Complete the course work with diligence, within 6 months from commencement.

Conduct yourself with respect and safe behaviours, as outlined in the Code of Practice and Member Protection Policies.

Follow the directions of your trainers and assessors, especially in matters of on-water safety.

Safety and personal protection

On-water activity is not inherently dangerous, but it has its hazards.

You should wear:

Long shorts and long-sleeved shirt

Wide-brimmed hat

Sunglasses

Sunscreen

Warm clothing and spray jacket appropriate to weather conditions, and bring a shower bag and change of clothes.

You will receive a briefing on environment and task-specific safety issues in every session. Yachting WA will supply you with a life-jacket, which must be worn when afloat. If you prefer, you may also bring your own life-jacket. You will also learn about how to establish and manage a safe training environment as part of your course work, and will regularly address these topics:

- emergency procedures
- hazards and their means of control
- incident reporting
- use of personal protective equipment
- safe work practices
- safety briefings
- site-specific safety rules.

Student Support Services

Yachting WA has 2 meeting rooms, which are used for scheduled training and assessment activity. We have access to suitable, small power boats for on-water training and assessment. Learners are welcome to provide their own boat, if they prefer. The assessment processes require volunteers who have little prior knowledge of boating. Learners are encouraged to organise the volunteers, and Yachting WA can assist in this.

Yachting WA offices are in the grounds of Royal Perth Yacht Club. There is no “student café”, but the shops on Broadway are a 3-minute drive away.

There is public parking opposite the yacht club, but when University of WA is in session, this is overflowing with their students. Except club sailing days of Wed and Sat, Yachting WA can arrange for you to park inside the club grounds.

Portfolio of Evidence

You are required to compile a portfolio of evidence to be assessed for the above units. We suggest that you create a file with separate sections, one for each of the 4 units. The evidence required for your portfolio is listed below. The content of each assessment task must address contrasting units of competence, such as one of knowledge, the other of a task skill.

The training and assessment of the course uses an integrated assessment strategy, in that the training exercises then become the assessment tasks. Finally, the validation unit course material is the learner’s own assessment work, plus evidence from another student’s course work

TAEDEL301A Provide work skill instruction

You will conduct a minimum of 3 training sessions involving demonstrating and instructing particular work skills for different groups such as workplace induction, learning how to operate new equipment and processes, developing new skills at work, improving efficiency and effectiveness, and meeting safety procedures. Each session must address different learning objectives, a range of training techniques and effective communication skills appropriate to the audience. The choice of topic is yours. Prepare a learner evaluation form for use at the end of your sessions.

Your evidence portfolio will include:

- 3 observation reports from the assessor, 1 for each exercise
- session plans and any student notes for each exercise
- short answers to the questions for this unit, to demonstrate your knowledge of training topics
- a report on the training needs of your centre.

You are welcome to invite 3 people as volunteers for the practical assessment sessions. You will also need access to a suitable boat for the on-water exercises. Please ask your trainer if you would like Yachting WA to assist with either or both of these requirements.

TAEASS401B Plan assessment activities and processes

Your portfolio will include evidence of planning and organising the assessment process on a minimum of 2 occasions. The evidence will include:

- documented assessment plans
- develop simple assessment instruments for use in the process
- map the assessment instruments against the unit of competence evidence guide and performance criteria
- cover at least two assessment events
- cater for a number of learners
- relate to different competency standards
- describe the context of the application of the competency standards and selected assessment instruments
- incorporate consideration of reasonable adjustment strategies
- include organisational arrangements
- a Recognition of Prior Learning assessment.
- short answers to the questions for this unit, to demonstrate your knowledge of planning assessment topics

Your portfolio will also include short answers to the questions for this unit, to demonstrate your knowledge of assessment process and documentation topics.

Integrated assessment

The Required Knowledge of units TAED301A, TAEASS401B, TAEASS402B and TAEASS403B is integrated into a combined assessment process of written work and 2-hour test. This means that you must fully complete ALL units to complete any.

TAEASS402B Assess competence

Based upon the assessment plans and tools that you developed in the unit *TAEASS401B Plan assessment activities and processes*, you will now conduct three assessment tasks. Your assessor will observe your assessments.

You are welcome to invite 3 people as volunteers for the practical assessment sessions. You will also need access to a suitable boat for the on-water exercises. Please ask your trainer if you would like Yachting WA to assist with either or both of these requirements.

Your tasks must include and/or address:

- assess competence of a number of learners within the vocational education and training context against different units of competency or accredited curricula, following the relevant assessment plan
- assess at least one learner for RPL
- consider reasonable adjustment and the reasons for decisions in at least one assessment
- cover an entire unit of competency and show:
 - the application of different assessment methods and instruments involving a range of assessment activities and events
 - two-way communication and feedback
 - how judgement was exercised in making the assessment decision
 - how and when assessment outcomes were recorded and reported
 - assessment records and reports completed in accordance with assessment system and organisational, legal and ethical requirements
 - how the assessment process was reviewed.

Your portfolio will also include short answers to the questions for this unit, to demonstrate your knowledge of assessment topics.

TAEASS403B Participate in assessment validation

The assessment plans and tools that you developed in the unit *TAEASS401B Plan assessment activities and processes*, you will now submit to a validation panel for review. You will need two copies of your documentation for the panel members.

You will be formed into teams of 3, and role-play a validator making critical analysis of assessors' documentation.

The validation panel will analyse the assessment plans and tools against:

- the competency standards
- applicable industry standards
- principles of assessment
- rules of evidence.

The assessment plans and tools that you utilised in the unit *TAEASS402B Assess competence*, you will submit to a validation panel for review. You will need two copies of your documentation for the panel members. The focus is on the measurement and recording of actual student performance. You will also be given documentation by another student, for you and your panel to critique.

You will then participate in another validation process, designed by Yachting WA to simulate a workplace scenario.

Your portfolio will also include short answers to the questions for this unit, to demonstrate your knowledge of the topics of validation.

Structure of learning and assessment:

In addition to the workshop schedule below, Yachting WA supports you by telephone conversation, email exchange of information and review of documentation, and meetings as requested. You will keep a training log of this activity, so that the time commitment estimates can be verified.

Week 1 - Session 1 TAEDEL301A Provide work skill instruction 4 hours

Introduce Competency based training
Time and project management techniques
Introduction to TAEDEL301A

Your work time for Unit 301 Task 1 will depend upon previous experience in training. This should take 5 - 15 hours. Tasks 3 - 6 should take around 10 hours.

Week 3 – Session 2 TAEASS401B Plan assessment activities and processes 3.5 hours

Evidence to be produced

Review progress on the Portfolio including lesson plans, learner surveys, peer feedback, assignment and answers to questions on underpinning knowledge

Introduction to TAEASS401B

Your work time for 401 Tasks 1 - 3 should take around 25 hours

Week 5 – Session 3 TAEASS402B Assess competence 3 hours

Evidence to be produced:

Review progress on the Portfolio including assessment plan, assessment tools, learner results, learner surveys, peer feedback and answers to questions on underpinning knowledge

Introduction to TAEASS402B

Prepare for delivery and assessment exercises for TAEDEL301A and TAEASS402B

Your work time for 402 Tasks 2 and preparation for Task 1 should take around 5 hours

Week 6 – Session 4 Formative assessment of training TAEDEL301 and assessment TAEASS402 units, and test and review documentation.
Typically 2 sessions on one day or consecutive days, total 6 hours.

Evidence to be produced

Observation, Portfolio including assessment plan, assessment tools, learner results, learner surveys, peer feedback and answers to questions on underpinning knowledge

Your work time for training and assessment tasks should take around 5 hours after the practice days

Week 7 – Session 5 Summative assessment of TAEDEL301A and TAEASS402B by practical delivery of training and assessment tasks, with unskilled learners. 6 hours.

Evidence to be produced

Observation, Portfolio including assessment plan, assessment tools, learner results, learner surveys, peer feedback and answers to questions on underpinning knowledge

Week 8 – Session 6

Commence TAEASS403B Participate in assessment validation 3 hours

Learners work time to prepare for Tasks 1 and 2, and complete Task 3, should take around 10 hours

Schedule the date, time and location for the under-pinning knowledge test for units TAEDEL301A, TAEASS401B, TAEASS402B and TAEASS403B. Learners may have the option of having the test in oral format, or writing their answers in short answer format.

Week 9 - Session 7 Required Knowledge test for units TAEDEL301A, TAEASS401B, TAEASS402B and TAEASS403B. 2 hours

Includes test, feedback, and minor re-assessment where needed. Learners may have the option of having the test in oral format, or writing their answers in short answer format.

If the assessor's judgement is that the learner is under-prepared, then the assessor and the learner should schedule training, more study time, and another session date and time.

Week 10 – Session 8 TAEASS403B Participate in assessment validation
4 hours

Evidence to be produced:

Assessment Observation in at least two validation/moderation sessions, questioning, and portfolio of tools validated

Week 11 – Session 9 Course review 2 hours

Summary of course activity

5 planned workshop/meetings/facilitation sessions

ad hoc facilitator review and feedback during the learning and assessment process

4 scheduled Training, Assessment and Validation training and assessment workshops

Learner self-study time

Not in Perth?

You may do this program by the facilitation process. We will arrange with a suitably qualified person in your area to observe the performance of your assessment tasks, and provide Yachting WA with the appropriate evidence.